



State of Tennessee Department of Children's Services New/Revised Policies and Updates

TO: All Department of Children's Services Employees
FROM: Mary Hubbert, Policy Development Coordinator
Planning and Policy Development
DATE: November 16, 2007

Below is a listing of new/revised policies and policy related updates. As policies and procedures and/or forms and other documents are revised, please ensure they are reviewed with applicable COA documentation to ensure accuracy of information. Some policy numbers or titles may have changed depending on integration within other policies, deletion of policies, etc. Applicable COA, ACA and other applicable standards will be listed in the "Standards" section of the policy indicating the policy has been revised to comply with Standards as applicable.

New and revised policies should also be reviewed as required by DCS Policy 1.3, Communication, Information Sharing and Work Site Meetings, Section C.

If there are questions or if other information needed, please contact the Policy Development staff in the Policy, Planning and Performance Management Division.

| | Policy No. | Policy/Other Document | Policy Chapter | Effective/ Revision Date | ***Forms Associated with Policies and Procedures | Summary of Policy Revisions/Other Information |
|----|------------|--|----------------|--------------------------|---|---|
| 1. | 22.3 | Sanitation and Safety in Food Services | 22 | 11/01/07 | CS-0775 Food Service Inspection Report (YDCs) CS-0196 Food Service Weekly Inspection Report (Group Homes) CS-0073 Food Service Monthly Inspection | Policy revision: Supersedes 22.3, 08/01/05, 22.4, 08/01/05 and 22.5, 08/01/05. Under Section A, item #2 added. Requires minor policy review |
| 2. | 28.1 | Maintenance and Construction Guidelines for YDCs | 28 | 11/15/07 | None | Policy revision: Supersedes 28.1, 11/01/04; Revised to comply with the annual departmental review process. Minor policy review required. |

*Major Policy Review: Policy revisions are substantial; (i.e., revisions are in multiple sections of the policy that may impact current practice or process)

**Minor Policy Review: Policy revisions are minor; (i.e., revisions consist of minor editing or "word-smithing" and does not impact current practice or process).

***If forms are copied and stocked for use, always check the "Forms" Webpage for the most current version and discard all previous versions. DCS forms may not be altered without prior approval.

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|----|------------|---|----------------|--------------------------|--|--|
| 3. | 28.2 | Maintenance of Physical Plant at DCS Group Homes | 28 | 11/15/07 | None | Policy revision: Supersedes 28.2, 11/01/04; Revised to comply with the annual departmental review process. Minor policy review required. |
| 4. | 28.3 | Construction, Expansion, Building and Safety Code Guidelines for DCS Facilities | 28 | 11/15/07 | None | Policy revision: Supersedes 28.3, 11/01/04 and 28.4, 11/01/04; 28.4 combined with 28.3; 28.4 deleted. Revised to comply with the annual departmental review process. Minor policy review required. |

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